

# PALISADES SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

APPROVED: July 1, 2014

### No.116 AR - TUTORING

#### A. Access to Tutors

1. For the convenience of parents, the Palisades School District will maintain a list of available tutors. That list will be available to interested parents and students through their assigned Guidance Counselor.
2. The Tutor list shall be comprised of only Palisades School District employees who are interested in tutoring privately and/or those who currently provide homebound instruction.
3. **A Palisades employee who is engaged by parents as a tutor is not affiliated with the Palisades School District for tutoring services.**
4. Individuals who provide tutoring services but are not employees of the Palisades School District will not be included on the list for liability reasons.
5. Individual teachers shall not suggest that a student receive tutoring for their course nor shall they make specific recommendations for a tutor if asked by a student or parent.

#### B. Tutoring Students

1. A Palisades employee may not tutor a student currently assigned to his/her class.
2. Tutoring shall occur outside of the school day.
3. Tutoring rates and times are established by the parent and the tutor.

Palisades School District School Policy 319 (Outside Activities) also addresses the roles and responsibilities of professional staff who choose to engage in tutoring.

#### C. Private Music Lessons

A list of music instructors available for private lessons will be maintained by the Palisades School District Music Department Head and kept on the music webpage. The Palisades School District does not endorse or recommend any instructor on this list. The list is compiled as a service to parents in our community.

1. Only current Palisades employees and private instructors that have followed the guidelines in #2, below, may be posted to this list.
2. Private instructors must submit a cover letter to the Palisades School District Music Department Head indicating their interest in being a part of our list. Demographic information and background experience should be contained in the letter. All private instructors are required to submit current background clearances by August 1st of each school year to the Palisades Human Resources Associate to be included on the list. The background clearances will conform to those clearances required for teachers. Information on how to obtain the appropriate clearances can be obtained by visiting the [Employment link](#) on the front page of the Palisades website.
3. Parents who inquire about music instructors will be directed to this list by the teacher without recommendation.
4. All other aspects of the AR for Tutors shall apply to this list and to the relationship between Palisades staff and student taking private lessons.